



**Vacancy Announcement  
U.S. Embassy  
Algiers, Algeria**

Vacancy Announcement (VA)  
# 29-2014

**OPEN TO:** All Interested Candidates  
**POSITION:** Budget Administrative Assistant, FSN-08\*; FP-06\*\* (Please refer the position title or VA number in your application to be considered)  
**OPENING DATE:** August 19, 2014  
**CLOSING DATE:** September 02, 2014  
**WORK HOURS:** Full-time; 40 hours/week  
**COMPENSATION:** DZD 1,558,125\* (Grade 8)

\*This represents the total annual compensation including salary, bonus and benefits.

\*\*Not-Ordinarily Resident (NOR); Salary to be confirmed by Washington.

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**NOTE: NON-ALGERIAN RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Algeria is seeking an individual for the position of Budget Administrative Assistant in the Foreign Commercial Service.

**BASIC FUNCTION OF POSITION**

As Budget Admin Assistant for the Commercial Section of the U.S. Embassy in Algiers, the incumbent prepares and administers O&A and trust fund budgets, reconciles budget databases, prepares all budget and personnel reports for CS headquarters, and is responsible for office administrative duties including filing and inventory. Prepares purchase orders and e-services requests for acquisitions of goods and services and is the authorized user of CS Algeria's government purchase card. Compiles and submits agency reporting documents. Performs a variety of other duties, including oversight of e2 travel requests and vouchers, support for CS's trade promotion events and Commerce VIP visits.

Please contact the HR Office if you wish to review a copy of the complete position description listing all duties and responsibilities of the position.

**QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

**1. Required Education:** University degree in business, business administration, business management, accounting, finance, financial management, international finance, economics, commerce, mathematics or ACCA qualification is required.

**2. Prior Work Experience:** Three years of progressively responsible experience in business, government or NGOs in the fields of accountancy, banking, book keeping, or budget management/administration, together with financial record keeping experience.

**3. Language Proficiency:** Level III English, level IV French and Arabic is required.

**4. Other criteria:** Excellent understanding and knowledge of standard budget and accounting practices. Basic understanding of computer functions and databases. Ability to use USG proprietary software including CBS, COAST, and e-Menu (Commerce).

**5. Other Skills and Abilities:** To complete work assignments thoroughly and on-time with little or no guidance or supervision from supervisor. Must have strong organizational skills, time management, and attention to detail and accuracy while working under strict deadlines. Excellent skills in MS Outlook, Excel spreadsheets, and other standard programs as well as strong typing skills. Must have mathematical aptitude with the ability to create forecasts and to maintain current records for CS's budgets. Ability to use customized Commercial Service programs and data bases, including the CS customized software for financial records (CBS), e-menu, and COAST. Ability to reconcile CS financial records for CS's budgets with State Dept. financial records. Ability to track and reconcile credit card records. Must have excellent communication skills in dealing with internal and external clients at all levels, excellent customer service skills, and strong interpersonal skills. Ability to work independently but also in a team environment. Incumbent must exercise initiative to complete assigned tasks in a thorough and timely fashion. Employee is expected to plan and execute tasks independently and to generate complete and technically sound work products.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest and budgetary restrictions in determining successful candidacy.
2. Current employees serving a probationary period (6 months or 1 year) are NOT eligible to apply.
3. Eligible Family Members that currently hold a Family Member Appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

## **SELECTION PROCESS**

Eligible Family Members and U.S. Veterans will be given preference when considered equally qualified for Embassy Vacancy Announcements. Therefore it is essential that the candidates address the required qualifications as specified in the application.

## **TO APPLY**

*Interested candidates for this position must submit the following for consideration of the application:*

1. Universal Application for Employment (UAE) as a Locally Employed Staff of Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE DS-174.
3. Candidates who claim U.S. Veterans preference must provide a copy of their form DD-214 with the application. Candidates who claim conditional U.S. Veterans preference must submit

documentation confirming eligibility for a conditional preference in hiring with their application.

4. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirement of the position as listed above.

**THE DOCUMENTS REQUESTED ABOVE MUST BE SUBMITTED OR THE APPLICATION WILL NOT BE CONSIDERED.**

**CLOSING DATE FOR THIS POSITION: September 02, 2014**

The US Mission in Algeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

**Point Of Contact:**

Submit Application to: **Human Resources Office**

Attention: Budget Administrative Assistant, Vacancy Announcement # 29-2014

Point of Contact: Human Resources Office

For quickest reception fax to: 0770 082 288

Post to: BP 408 16000 Alger Gare

E-mail to: [usembassyalgiers\\_app@state.gov](mailto:usembassyalgiers_app@state.gov)

Drafted: NBentoura

Cleared: DWallace

Approved: DFerguson